

RISK ASSESSMENT

Educational Setting	MARSHFIELDS SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Jude Macdonald, 12 October 2020
Review Date	2 November 2020

What are the hazards?	Who might be harmed and <i>how</i>?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention of transmission	All, through infection.	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Cleaning stations established throughout the building. 	<ul style="list-style-type: none"> Phased introduction of students in Sept to ensure safety procedures are working successfully. Continual monitoring of PPE stores. Staff to contact KPI if any PPE, soap, sanitiser, etc is running low. Risk assessment and planning document placed on website. 	<p>JMD</p> <p>CLE / JSH</p> <p>All staff</p> <p>JMD, 1.9.2020</p>	<p>17.07.2020</p> <p>On-going</p> <p>On-going</p>	<p>Y</p> <p>Y</p>

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		<ul style="list-style-type: none"> • Regular reviews of PPE and cleaning stocks (CLE, KPI) • Cleaning stations in each classroom (KPI) • Bespoke student plans shared with staff (16.07.2020) • Reopening planning to include actions in event of a suspected case. • Library set up as an alternative classroom space in event of a potential case. • minimise contact between individuals and maintain social distancing wherever possible • where necessary, wear appropriate personal protective equipment (PPE) 				<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Response to any infection	All, spread of the virus	<ul style="list-style-type: none"> • engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID-19) amongst the school community • contain any outbreak by following local health protection team advice 	Transport and pod information to be collated and held by reception in event of a confirmed case.	Admin	5.9.2020	<p>Y</p> <p>Y</p> <p>Y</p>

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Contingency planning for a further outbreak	Students – avoid further interruption to education	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	Work packs to be prepared at the start of term in readiness for closure.	IGW / AAN	5.9.2020	Y
Social Distancing in school	Staff / students exposed to virus	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible Reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'pods) and through maintaining distance between individuals. Classrooms set up with clear teacher space marked on floor. 	<ul style="list-style-type: none"> Each pod to have a full induction on their first day in. SLT to model the induction with staff on the training day. Hall set up as PPA and staff eating area with full social distancing in place. Transport list to be maintained by office staff. 	All SLT JSH KPI	8.9.2020 1.9.2020 1.9.2020 1.9.2020	Y Y Y Y
Cleaning	All – lack of cleaning could lead to greater spread of the virus in the event of a	<ul style="list-style-type: none"> More frequent cleaning procedures are in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. Ensure the COSHH risk assessment for cleaning/caretaker 	All AAN	Ongoing 8.9.2020	Y Y

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	confirmed case	<ul style="list-style-type: none"> ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Play equipment outside is out of use. ○ Cleaning stations placed throughout the building. ○ Sinks with antibac soap available in almost every classroom 	<p>activities has identified the correct process and PPE to be worn.</p> <ul style="list-style-type: none"> • Staff to monitor and inform KPI if cleaning equipment is running low. 	All	Ongoing	Y
Lunchtime Catering facilities		<ul style="list-style-type: none"> • Students will eat in pod classrooms. • Staff breaks allocated to ensure there is supervision at all times. • School dinners to be in hall supervised. Benches per pod, cleaned in between sittings. Seating plan recorded daily and retained fro 14 days. • Move to SIMs Pay to avoid cash contamination. 				Y

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Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any students that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and students that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>Fire assembly points shared on induction days for all students.</p> <p>Full school fire drill 11.9.2020</p>	JMD, Andy Baker	26.8.2020	<p>Y</p> <p>Y</p> <p>Y</p>
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. High levels of supervision at the beginning and end of the day. Teachers will go to students to avoid corridor traffic. Staff reminded to keep doors and windows open as much as possible. Cleaning stations at entrances and exits. Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Transport will be called as soon as the taxi arrives to reduce impact on the end of the day. Provide relevant guidance to parents on drop off and pick up arrangements. 	JMD parent update	26.8.2020	<p>Y</p> <p>Y</p>

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First Aid		<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • First aiders assigned to pods. • Staff or students with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. 				<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>
Waste		<ul style="list-style-type: none"> • Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely • Bins should be emptied daily. 	<ul style="list-style-type: none"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 			<p style="text-align: center;">Y</p>
Break/Lunch times	All – reduce the spread	<ul style="list-style-type: none"> • The school will stagger breaks/lunchtimes to achieve the social distancing. See reopening document for details of times. 				<p style="text-align: center;">Y</p>

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		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. 	place to ensure the safety of all building occupants.			
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets. 				Y Y
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 				Y
Administrative Staff		<ul style="list-style-type: none"> Reallocate office space to allow for social distancing. Ensure front window remains closed at all times so receptionist is not having direct contact when welcoming visitors. Keep all visitors to essential persons only. Visitor information taken and retained for 2 weeks for test and trace. 				Y Y Y

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Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<p>CLE to monitor quantity of PPE and advise KPI when an order is needed.</p> <p>Staff to monitor PPE supplies and inform CLE / KPI if they are running low.</p>	<p>CLE</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	
Behaviour	All	<ul style="list-style-type: none"> Staff/Student behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and students of the changes. Encourage staff to cooperate with government plans for contact tracing. 	Induction for all students on their first day in	SLT+ form tutors	By 9.9.2020	Y
School Staffroom	Staff through lack of ability to social distance	<ul style="list-style-type: none"> Reallocated as an admin office. Hall set out as a staffroom which will allow social distancing. Breaks and lunches staggered to ensure no more than 20 staff are on break at the same time. 		JSH	1.0.2020	Y

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Infection Control	Staff Students Handwashing	<ul style="list-style-type: none"> Staff and students have access at all times to water and soap for hand washing. Resources to be allocated to pods. Hand sanitiser available throughout the building. 	Middle leaders to identify which resources should go into pods.	MLs	3.9.2020	Y
Equality Impact Assessment	Staff & Students	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on the school website 				
Lack of staff	Students	<ul style="list-style-type: none"> Vontinual assessment of availability of staff for all activities during the school day, including break and lunchtimes Additional cover supervisor appointed. 				
Increased risk of transmission	Staff and Students social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for students who deliberately put others at risk (e.g. coughing, or spitting at others) and students who will not (as opposed to cannot) comply with social distancing. Students are prohibited from bringing any equipment into the school. They should 	How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from students 			Y

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		be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.	and other staff as much as possible			
Dedicated school transport, including statutory provision		It is important to consider: <ul style="list-style-type: none"> • Transport to organise KS3 and KS4 being kept separate to P16 • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding. • Member of SLT on transport duty each day. • Vehicles to be called by radio to pod SST member. Vehicles to depart as soon as they are filled. • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 				Y

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Learning outside the classroom (day trips, etc.)	Staff and students	<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. • Forest school to continue outside. • Ferry Meadows team building activities from catch-up funding for main school, and through NCS for P16 	For more information contact Stephen Brown (Outdoor Education Adviser)	Ongoing		
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> • To ensure a smooth reintroduction to transport extra-curricular will not take place until after refurb is complete. • Mile a day walk to take place staggered each morning from full reopening date, to ensure a focus on students' physical and mental wellbeing. On rotation, SLT to plan. 		IGW to plan rota for mile a day	9.9.2020	Y
Physical activity		<ul style="list-style-type: none"> • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene • Students should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)			

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		<ul style="list-style-type: none"> Contact sports to be avoided. 				
Signage		<ul style="list-style-type: none"> Covid-19 signage in place throughout the building. 				

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and student advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

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Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Students should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)